



Townsend Council Work Session Minutes
April 22, 2020 @ 7:00 pm
Via Conference Line

Per the Governor's request, all scheduled meetings will be held via Conference call. Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov. Those wishing to attend may dial (425) 436-6359. When directed, provide the following access code 695201# to enter the meeting.

If you choose to access the meeting online Join the online meeting:
<https://join.freeconferencecall.com/towncall>

I. Call to Order: Meeting was called to order at 7:12 pm, Mayor Thomas McDonald chair.

II. Opening Ceremonies

- a. Roll Call:** The following Council and staff was present with conference line available for guests: Mayor McDonald, CM Dugan, CM Miller, CM Franco, CM Lobdell joined at 7:40pm, TM Mangeri, FO J. Helms.
- b. Pledge of Allegiance:** Skipped for Electronic Meeting
- c. Recognition of Visitors:** Mayor McDonald recognized those on the call.
- d. Announcements:** Mayor McDonald highlighted the electronic nature of the meeting in compliance with the Governor's State of Emergency. All items and exhibits presented at this meeting are available via the town website for public viewing and comment.

III. Additions and Deletions to Published Agenda:

None

IV. Approval of Minutes

- a. Approval/ Rejection of Council Minutes from the April 1, 2020:** CM Dugan: Motioned/CM Franco Seconded motion to approved minutes. *Vote: (Franco-yea, Miller-yea, Dugan-yea)*

V. Mayor's Report: Participated in numerous conference calls with the Governor and other mayors to address activities and the Governor's orders related to COVID-19. Continued concern for those that are not adhering to the Social Distancing nor wearing masks in public places.

VI. Reports

- a. State Police:** Will be available to report at the May TC Meeting.
- b. Town Attorney Fred Townsend III:** Will be available to report at the May TC Meeting. Mayor McDonald ask that I follow up with the Town Attorney, so he is prepared to discuss the election timeline and process based on our charter. We also want to discuss the need to move forward with Zoning changes.
- c. Town Engineer Edwin Van-Otoo:** Will be available to report at the May TC Meeting.
- d. Town Manager Anthony S. Mangeri:**
 - **For next meeting:**
 - I. Review of received bids related to Auditing Services for the Town of Townsend.**
 - II. Discussion and possible vote to approve RFP for Auditing Services**
 - Discussion and possible vote on the revision to adopt the 2018 series of ICC Codes. First reading of Ordinance 2020-003 To Amend the Code of Ordinances of The Town of Townsend Relating to Adoption of the 2018 Editions International Code Council Building and Safety Codes.

Discussion on Resolution 2020-003 to continue a Cable Franchise Agreement with Atlantic Broadband, Inc.

Discussion by CM Franco regarding the scope and content of the agreement before it was read. TM Mangeri provided general changes as it related to the previous franchise agreement. This agreement will increase the franchise fee to 5% from the current 3%. This is in line with the fee in unincorporated areas of the County. The agreement is a non-exclusive agreement. It would not preclude another cable franchise from soliciting a franchise agreement in Townsend. Motion made by CM Dugan and Seconded by CM Franco

Vote: (Franco-yea, Miller-yea, Dugan-yea)

- Review and approval of proposal for Updating the Security System for Old Town Hall through Anaconda Protective Concepts. *Vote: (Franco-yea, Miller-yea, Dugan-yea, Lobdell-yea)*

VII. Committee Reports

- a. Finance: Chair Mayor Thomas McDonald, Co-Chair CM Ed Dugan
- b. Human Resources: Chair CM Patrick Miller
 - For next meeting: Discussion and possible resolution regarding Personnel Annual Salary Increases
- c. Public Works: Chair CM Edgar Dugan, Co-Chair CM Scott Lobdell
- d. Land Use & Development: Chair CM Scott Lobdell, Co-Chair CM Edgar Dugan
 - For next meeting: Cm Lobdell would like an update from the Planning Commission on the Zoning Ordinance update and Comp Plan revision.
- e. Veterans Committee: Chair CM Patrick Miller, Co-Chair Anthony Franco
- f. Public Safety: Chair CM Patrick Miller, Co-Chair CM Anthony Franco
- g. Community Relations: Chair CM Scott Lobdell, Co-Chair Anthony Franco
- h. Parks & Recreation: Chair CM Scott Lobdell, Co-CM Patrick Miller
 - CM Franco is requesting a review of the signs at the park and replacement of worn or faded signs. TM Mangeri will review with maintenance and report at next meeting.

VIII. Motion to Adjourn

- a. Motion by CM Miller and seconded by CM Franco.

Vote: (Franco-yea, Miller-yea, Dugan-yea, Lobdell-yea)

- Adjourned at 7:52 pm.